MINUTES OF THE
METROPOLITAN BUILDING COMMITTEE
WEDNESDAY FEBRUARY 20, 1963
ROOM 253 STANLEY BUILDING
12:30 p.m.

ATTENDANCE: I. R. Tait presiding; Messrs; R. E. Heartz, Mr. A. E. Sargent, G. Shaw, H. Umphrye, E. Smith, Dr. O. M. Solandt, F. G. Hubbard, R. C. Rae, R. A. Dickinson.

GRACE: F. G. Hubbard said grace.

MINUTES: The minutes of the meeting of July 11, 1962 having been circulated by mail were taken as read and approved.

LAKESHORE BUILDING: The Chairman reported that the keys to the new Lakeshore Building had been turned over to the Lakeshore Board at the official opening of the building on February 11th. A few minor items still remained to be completed but on the whole the finished building was extremely satisfactory to all concerned.

DRUMMOND/STANLEY BUILDING RENOVATIONS: All conversion projects have been completed and are satisfactory.

SIR GEORGE WILLIAMS UNIVERSITY: The Chairman stated that the main purpose of the meeting was to discuss and approve the carrying on of the preparation of the working drawings for the new University Building. It was reported that the requested building By-Law change would be approved by the City Council at their March meeting. In view of this it was imperative that work commence immediately on the working drawings if the building is to be ready for occupancy in the fall of 1966. The following excerpt from the minutes of the Metropolitan Board of Directors meeting of Monday February 18, 1963 was tabled.

"On recommendation of the Executive Committee, the Building Committee was asked to review the plans of the proposed (Sir George Williams University) building and to authorize the architects to take immediate steps to prepare working drawing and specifications."

The meeting was then turned over to Mr. A. E. Sargent who, with the aid of the building model and sketch plans of each floor, gave a complete review of the building contents and design. In conjunction with the presentation a statement of the floor area alloted to each university department and service, both in the present and new building was presented. This statement is attached to and forms part of these minutes. The building is designed to provide laboratory space for 5,000 day students and class room space for 4,000 students. The class room area provided it the equivalent of 1 1/3 seats per student.

The following proposed construction schedule was submitted

Preparation of working drawings	Feb. 15/63 - Nov. 63
Preparation of contractors estimates and bids	6 weeks to bid dead-line Dec.31/63
Commencement of demolition	Jan. 1/64
Letting of contract	Jan.15/64
Start of Construction	Feb. 1/64 - 26 months to March 31, 1966.
Furnishings and equipment tune-up	3 months
Staff Adjustment	2 months
Occupation by students	Sept.1, 1966

It was pointed out that one of the key factors affecting the ability to meet this rigid construction schedule was the ability of the architects to complete the working drawing in the time alloted. Dr. O. M. Solandt suggested that a close liaison be established with the architects and an effort be made to have them institute a "Critical Path Scheduling" concept into their operations. To assist the implimentation of this concept he offered to make available from his staff an engineer who was an expert in this field. It was also suggested that the possibility of sub-contracting the excavation and foundation work be looked into. If this were done it would be possible to start on this phase in October of 1963. The Committee recommended this be followed up

The question was raised as to how final were the lay out plans. It was felt that in view of the very tight scheduling, any major changes in lay out made during the course of construction would make it extremely difficult to meet the required completion date. Mr. Sargent reported that the plans had been gone into very thoroughly by all the University personnel concerned, and that the only major revisions which should occur would be those caused by lack of necessary funds to complete the project as originally designed. The Committee agreed that Mr. Sargent should be given the power to refuse lay out changes during the course of the construction. It was also agreed should any major changes be deemed necessary that they must have the approval of the Building Committee.

The Committee then discussed the validity of the statement of costs of the project. This statement is attached to and forms part of these minutes. The total building cost of $6,635,000 is made up as follows:

Building	10,784,400.
Equipment and Air Conditioning	3,150,000.
Electrical	1,800,000.
Escalators and Elevators	900,000.

In preparing these estimates the contractors had sketch plans and the detail of the finishes for the building. The estimate for the mechanical equipment was made on the basis of the actual lay out and sizing of all the equipment.. It was pointed out that the original estimated cost of the building of $15,150,000 contained contingencies of $500,000. This revised estimate of $16,635,000 has any contingencies built in. As it is considerably higher than the original estimate it was felt that it was quite a valid one.

The Committee also agreed that in order to assist in their future discussion on this project, they should be provided with a statement giving details of floor lay out, costs, area statistics and other pertinent building details.

On a motion by Mr. R. E. Heartz, the Committee unanimously approved an initial expenditure of $40,000 to have the building architects start work on the working drawings of the new University building, with the proviso that

(a) the architects be asked to introduce "Critical Path Scheduling" concepts into their operation, and
(b) the lay out plans be frozen as they are now constituted.

There being no further business the meeting adjourned at 2:30 p.m.

Secretary

Chairman